



DEPARTMENT OF FAMILY AND SUPPORT SERVICES
YOUTH SERVICES DIVISION
Enrichment Portfolio

2021 Scope of Services

Contract Term: **January 1, 2021 through December 31, 2021**

PROGRAM AND DELEGATE INFORMATION

Program Model: **Enrichment Out-of-School-Time**

Delegate Agency Name:

Program Name:

PO Number:

Grant Amount:

Programming: *(Please check one of the following)*

Year Round ____ School Year ____ Summer ____ Summer & School Breaks ____

Number of Youth Served: _____

Out-of-School Time *(select one primary focus from the subcategories)*

Subcategory: Arts & Culture ____ Sports & Fitness ____ Health & Nutrition ____ Academic Acceleration, Career Exploration and Vocational Support ____ Science, Technology, Engineering, Math (STEM) ____

Program Information *(Please initial your selection):*

DFSS Youth Services Division funding as a primary source for your program site (>50% of funding): ____

DFSS Youth Services Division funding is supplemental funding for your program site: ____

Delegate Information

Executive Director Contact Information:

Name:

Address:

Phone:

Ward:

Community Area:

Zip:

Fax:

E-mail:

Program Contact Information:

Name:

Address:

Phone:

Ward:

Community Area:

Zip:

Fax:

E-mail:

Contract Staff Person:

Name:

Phone:

Fax:

E-mail:

Fiscal Staff Person: (if different)

Name:

Phone:

Fax:

E-mail:

Administrative Office Hours: ____



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Facility/Site Information

List name of facility(ies) and address(es) where services are provided. Also include amount of contract allocated per site and the estimated number of clients to be served at each site.

Facility/Site Name	Address	Is this location a school?	Days of Operation Mon. – Fri. If applicable, list weekend days	Hours of Operation If applicable, list weekend hours	Amount of Contract allocated for this site	Number of Clients to be served at this site

In what Ward(s) and Community Area(s), are facility/sites providing services?

Ward(s):

Community Area(s):

Police District:

Indicate Program Service Area:

- ☐ This program will provide services citywide to all eligible individuals. Or,
☐ This program will primarily serve the following Ward(s), Community Area(s), and Census Tract(s).



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Description of Program

Provide a brief narrative statement of this program, including the scope, target population problems addressed, and anticipated outcomes. Ensure that your Scope/Work Program incorporates the previously discussed elements of Sections A, B and C. If relevant, describe coordination with other sources/partners. This section is expected to describe the program at full operational capacity.

Please provide a summary of your Recruitment Plan for the Ward(s) and Community areas you are targeting.



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WORK PROGRAM

Dosage: Please list the number of hours you will operate weekly:

Staff to youth ratio:

Please state the number of staff and the number youth will serve in each age group:

Youth ages 9 and under:	# of Staff _____	# of Youth _____	
Youth ages 10-12:	# of Staff _____	# of Youth _____	
Youth ages 13-21:	# of Staff _____	# of Youth _____	

Curriculum – Please list the SAFE program curriculum you will incorporate as part of your “SAFE” program curriculum concept:

Youth Voice: - Please list the youth involvement you will utilize; check all that apply:

- ☐ youth surveys:
- ☐ youth councils:
- ☐ youth leadership committees:
- ☐ Other, please list:

Community Project: Agencies must plan a community service project (s) in collaboration with the youth enrolled in their OST program(s). The project should benefit the community at large. The project should be facilitated by program staff, volunteers, parents, and youth. Please note documentation must be available to verify the event.

- Agencies delivering OST-Year-Round: 3 Community Projects.
- Agencies delivering OST-School Year: 2 Community Projects.
- Agencies delivering OST-Summer and School Breaks Only: 1 Community Project

Project Name	Project Description	Jan.-Mar.	Apr. - May	Jun. – Sept.	Oct. – Dec.	Outcome

SECTION A – GOALS AND OBJECTIVES

Program Goals

Research and evaluation studies have shown that youth and young adults who participate in OST programs can obtain positive academic, social and emotional, prevention, and health and wellness outcomes. Increased participation in OST programs directly relates to a youth’s increased school attendance and influences their desire to stay in school, which prepares them to be college and career ready.



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The Enrichment Portfolio is designed to address the following social issues in youth development:

- 1) Promote pro-social behavior among youth and reduce social isolation
- 2) Increase youth engagement with school.

Target Population

The Youth Division serves youth between the ages of 6 and 21 who are Chicago residents and are economically disadvantaged and at-risk defined by one or more of the following:

- Low income/living below the poverty line
- Engaged in school
- Unemployed but seeking employment

DFSS's Youth Services Division is particularly interested in youth engaged in alternative educational settings that demonstrate a need or desire for educational and/or vocational career guidance and attainment, and live in low-income, high-crime, underserved communities.

SECTION B – PERFORMANCE MEASUREMENT

Performance Indicators: To track progress toward achieving this goal and assess the success of the program, DFSS will monitor a set of performance indicators that may include but are not limited to:

	OUTCOME	INDICATOR (S)	DATA COLLECTION METHOD
1	75% of youth reporting positive relationship with an instructor and or mentor in their program.	Enduring healthier relationships and life style choices.	DFSS will provide a survey and or a data assessment Agency will report findings in Cityspan on a quarterly basis.
2	75% of youth who reported learning a new skill or improving on existing skills.	Enhanced self-esteem and self-confidence.	DFSS will provide a survey and or a data assessment Agency will report findings in Cityspan on a quarterly basis.
3	75% of youth and young adults who report their ability to avoid dangerous behaviors and engage in more pro-social behavior.	Improved behavior both at home and at school. Sense of community pride.	DFSS will provide a survey and or a data assessment Agency will report findings in Cityspan on a quarterly basis.
4	Decrease chronic school absence among participants in DFSS – sponsored youth programs, as compared to school-based peers.	Decreased absenteeism, stronger ties to peers in school, reduced suspensions, expulsions, increased engagement in school and out of school time activities.	DFSS will collaborate with CPS to obtain data.



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To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- Number of participants enrolled (Agency will input into Cityspan)
- Average daily attendance at 80% (Agency will input into Cityspan)
- The number of youth engaged in effective programs developed through youth voice and input.

In addition to the performance indicators and output metrics listed above, DFSS encourages applicants to seek additional indicators and metrics, including those that demonstrate early success and indicate participants' progress.

Data Reporting

As part of DFSS's commitment to becoming more outcomes-oriented, Youth Services Division seeks to actively and regularly collaborate (such as Learning Cohort meetings) with delegate agencies to review program performance. Learn what works and develop strategies to improve program quality throughout the term of the contract. DFSS will regularly review data to actively manage each contract toward the achievement of desired outcomes. In year one of the new contract, each delegate will be expected to participate in a quarterly data meeting as part of a learning cohort. **Delegates are required to participate in quarterly learning cohort meetings at the Executive Director and Program Director levels.** Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results.

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure client records privacy and confidentiality for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at:
https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html.

Meetings

Meetings and Trainings

Delegates are required to participate in quarterly learning cohort meetings where they will participate in a shared learning experience that features discussions of youth development issues, best practices in the out of school time field, staff professional development, cultivation of professional and personal networks, support around data use and analysis, and training on City of Chicago processes and procedures. **Agency attendance at DFSS delegate agency meetings and learning cohort meetings are mandatory** for the organization's Executive Director and the Program Director. Staff attendance is also mandatory at community planning network meetings as scheduled by DFSS. DFSS may also request and identify additional staff participation in professional development



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trainings, meetings, and conferences, etc.

Uses of Data

DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS. DFSS reserves the right to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency for the following:

- a) To review program performance and develop strategies to improve program quality throughout the term of the contract. In the event of under-performance at the end of the first, second, or third quarter (as deemed appropriate by the DFSS Program Manager/Liaison), the delegate agency must submit a Program Improvement Plan (PIP) in writing to indicate how they will improve performance by the next quarter.
- b) To guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
- c) Any other purposes identified by DFSS.

SECTION C – CORE ELEMENTS

Program Requirements

The department seeks to align organizations with best practices and a better integration of afterschool programs and additional supports for families in communities of concentrated poverty. Organizations should capitalize on opportunities to provide comprehensive afterschool programs to meet children and families' needs during the afterschool hours. We realize that afterschool programs play a central role in coordinating a wide variety of support for families in need. They have served as a platform for and a connector to such services as mentoring programs, access to nutritious meals, healthcare and wellness check-ups, etc.

1. Program cycle:

Enrichment programs operate in one of five possible programming types: year-round, school-year (CBO), school year (school-based), summer only, and school breaks and summer.

Programs are most often designed to operate in one of the following ways and can operate in community and or school settings and will be funded at the following cost per youth calculations:

- Year-round, 48 to 52 weeks
- School-year-Community Based Organizations including winter and spring breaks' and other non-school days, 42 weeks
- School-year only- School-Based, and does not include winter, spring, summer breaks or other non-school days approximately 39 weeks
- Summer and School Breaks only, 9 to 11 weeks during scheduled school breaks
- Summer only, 6 to 9 weeks



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2. Program components:

- Dosage - Enrichment programming during the school year: 5 days per week, 3 hours per day equaling 15 hours per week.
- Staff to Youth Ratio - 10:1 for youth ages 9 and under, 20:1 for youth ages 10-12, and 25:1 for youth ages 13-21.
- Curriculum – incorporating the “SAFE” program curriculum concept; Sequenced, Active, Focused, and Explicit
- Youth Voice – demonstrate youth involvement such as; youth surveys, youth councils, and youth leadership committees.

3. Data reporting and use:

Reliable and relevant data is necessary to create a shared understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS.

4. Data entry:

Agencies are responsible for entering youth and program information into the Cityspan database system.

(www.youthservices.net/chicago).

- Data entry includes but is not limited to: youth enrollment and daily youth attendance, which is required monthly. Agencies are strongly encouraged to enter attendance weekly. The following documents are required in the data system: Work Plan, DFSS youth Intake Forms, Monthly Calendars, Contractual Certification information, and outcomes.
- **Use of the database system is a contract requirement. Failure to maintain accurate information in the database may impact future funding.** DFSS will provide training and technical assistance on the use of the database. Agencies are required to attend database trainings. Traditionally these trainings have been offered within the first quarter of the contract period.

5. Recommendation for Physical Fitness and Nutritious Snacks

If snacks are provided, they should be nutritious according to USDA standards which can be found at (<https://www.fns.usda.gov/cacfp/meals-and-snacks>). Programs that allow youth to bring snacks shall encourage families to make nutritious choices. Physical fitness should be an important component of daily activity among youth to enhance brain activity and reduce obesity. Respondents are encouraged to develop components within their programs that plan and allow physical activity to take place at least twice a week. Activities should be supervised, fun, and engaging.



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6. Staff

Agencies are responsible for entering staff contractual certification documentation into the Cityspan database system (<https://dfssstaff.cityspan.com/>).

Staff must:

- Have a current CPR and First Aid certification. Additionally, all staff and volunteers must have completed a Federal Fingerprint Background check, online Mandated Reporter certificate, Mandated Reporter Acknowledgement Form, Child Abuse and Neglect Tracking System (CANTS), and National Sex Offender Registry prior to employment start date. The CANTS, Mandated Reporter Certificate, and the National Sex Offender Registry should be conducted yearly. This documentation must be current and entered in Cityspan for verification prior to the program start date. **Staff/volunteers cannot work with children until background checks are completed. Staff and volunteers can only work with youth in the presence of a staff person who has a cleared Federal Fingerprint Background check. Background checks are required every five years from the date of initial background check.**
- Participate in DFSS-sponsored professional learning cohort meetings and deliver all necessary training to staff who interface directly with youth. Learning cohort meetings will provide delegate agencies with a shared learning experience; that features discussions of pertinent youth development issues/challenges, best practices in youth development, and out of school time fields. Staff professional development, support around data use and analysis, cultivation of professional and personal networks, and training on City of Chicago processes and procedures. **Cohort convenings occur once a quarter, and attendance must include Executive Directors and other key program staff.** DFSS may also request and identify additional staff participation in professional development trainings, meetings, conferences, etc.

7. Expenditure Rate:

Agencies are required to voucher monthly via eProcurement. Agency staff is expected to attend vouchering training and, if needed, is expected to meet the October budget revision deadline. The table below illustrates what percentage of the awarded grant should be expended quarterly. Note that organizations can only bill for personnel if they have submitted documentation that shows programming has the enrollment and attendance numbers to support submission.

First-quarter 20% (January – March) Second-quarter 50% (April – June)

Third-quarter 75% (July – September) Fourth-quarter 100% (October – December)

8. Programmatic Changes

Agencies are required to notify the DFSS Enrichment Youth Services Coordinator and the Director of the Youth Services Enrichment Portfolio of any changes to staff, facility, facility location, or work plan in writing within seven (7) business days of the change. These changes must be updated in your work plan in Cityspan within thirty



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(30) days of the change.

9. Program Written Procedures

Agencies are required to have a written procedure for identifying and reporting suspected child abuse or neglect. Agencies must also have written emergency procedures for a lost child and major/minor injuries and written safety/facility evaluation procedures. Staff should be trained on these procedures.

10. Program Close-Out Procedures

DFSS Close-Out Procedures must be followed if a DFSS-funded agency program is closing for any reason.

11. Safe Environments

Maintaining a safe and healthful environment is the responsibility of all agencies. Please see the attached Safe Environment checklist, which is a part of our program monitoring.

12. Cross-service area Coordination

DFSS is interested in new strategies to improve coordination across service delivery siloes to better support families. As such, DFSS reserves the right to convene cross-service-area collaboration efforts with delegate agencies to serve high-need populations better.

SECTION D – PAYMENT STRUCTURE

Method of Payment

Agencies should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.



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SECTION E – SUBMITTAL AND APPROVAL

ACKNOWLEDGEMENT

Agency Name:

Agency PO #:

___ By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document.

a) Applicant signature	
b) Name (typed)	
c) Date submitted	
d) DFSS Staff signature	
e) Name (typed)	
f) Date approved	

- **This document must be printed in portrait format and single sided only**